



Information available from Cullingworth Village Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

How Information can be obtained:

The address for the Clerk is 114 Moorview Way, Skipton, BD23 2LN

Email: clerk@cullingworthparishcouncil.gov.uk

Tel: 07814 720162

Website: www.cullingworthparishcouncil.gov.uk

Adopted 7th Jan 2026- For annual review

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do We are Cullingworth Village Council. We can have up to 10 Councillors, and we employ a Clerk/RFO.</p>	Hard Copy from the Clerk, and available on the website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
List of Council members and their responsibilities as well a list of Council Committees	Hard Copy from the Clerk, and available on the website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Detailed above and on the Council Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Location of main Council office and accessibility details	Not applicable- the Council does not have an office.	
Staffing structure	One staff member- Clerk/RFO	
<p>Class 2 – What we spend and how we spend it</p>	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	And available on the Website	
Statement of accounts and internal audit report in the format included in the Annual Return form	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Finalised budget	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Precept	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Borrowing Approval letter	N/A	
All items of expenditure above £100	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Financial Standing Orders and Regulations	Contact the Clerk	To obtain this information either visit the website or

	Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	for a hard copy at standard cost* please contact the Clerk
Grants given and received	Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
List of current contracts awarded and value of contract	Contract with Christmas Plus for Christmas Lights. Contact the Clerk for details: Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Members' allowances and expenses	The Chairman has an agreed allowance of £800 for 2025/26. Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	The Council meets on the 1 st Wednesday of the Month. There are currently no committees	
Current and previous council year as a minimum		

	<p>Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk</p> <p>And available on the Website</p>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<p>Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk</p> <p>And available on the Website</p>	
Agendas of meetings (as above)	<p>Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk</p> <p>And available on the Website and also put in the notice board</p>	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<p>Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk</p> <p>And available on the Website</p>	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<p>Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk</p> <p>And available on the Website</p>	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Responses to consultation papers	Contact the Clerk	To obtain this information either visit the website or

	Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	for a hard copy at standard cost* please contact the Clerk
Responses to planning applications	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk

Policies and procedures for the provision of services and about the employment of staff	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Records management, personal data and access to information policies	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk

Register of members' interests	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website and the BMDC Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Register of gifts and hospitality	No gifts or hospitality to record at the current time	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk And available on the Website	To obtain this information either visit the website or for a hard copy at standard cost* please contact the Clerk
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk Email: clerk@cullingworthparishcouncil.gov.uk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	Contact the Clerk	

Schedule of charges*

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class or large letter dependent on what information has been requested.

Publication Scheme Adopted on: 7th Jan 2026, review annually- Jan 2027